



Lutz Preparatory School

A Hillsborough County Public Charter School of Choice Serving Grades K-8

Board Approval of Minutes: 03/30/2023

Board Chair's Signature: *Joyce Wieland*

Director's Signature: *Donna Guertin*

Board of Directors Meeting Minutes February 23, 2023

Pre-Meeting

1. Meeting called to order by Board Chair at 5:03 PM
2. Meeting held via Zoom
3. Public Comment - none
4. Attendance:
 - a) Present: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Lambert, Narkiewicz, Paladino, Ramirez & Wieland
 - b) Absent: none
 - c) Administration: Mrs. Guertin
 - d) Parent Representative: Rachel Lunsford
5. VOTE - Motion to approve Out of Field Notification Letter dated 02/22/2023 to parents for FTE by VG, 2nd by BL – unanimously approved.
6. Meeting Close at 5:06 PM

Regular Meeting

1. Meeting called to order by Board Chair at 5:06 PM
2. Meeting held via Zoom
3. Public Comment: none
4. Attendance:
 - a) Present: Andrews, Callahan, Gaudi, Gonzmart, Kouffman, Lambert, Narkiewicz, Paladino, Ramirez & Wieland
 - b) Absent: none
 - c) Administration: Mrs. Guertin
 - d) Parent Representative: Rachel Lunsford
5. Previous minutes approval
 - a) January 26, 2023 Minutes approval
 - b) February 23, 2023 Pre-Meeting Minutes Approval
 - c) Motion to approve above-listed meeting minutes as written by CG, 2nd JP – unanimously approved
6. Chair Statement: JW reminded the Board about the Board Luncheon on February 28th at Bonefish.
7. Director statement
 - a) Reviewed proposed 2023-24 School Academic Calendar – VOTE – Motion to approve by RN, 2nd KA – unanimously approved
 - b) Reviews dates for VPK, Kindergarten and 8th Grade Graduations and invites the Board.
8. Committee Reports
 - a) Building Construction Subcommittee (Callahan - Chair)
 - i) Traffic analysis study, 4 phases – VOTE – Motion to approve Palm Traffic Contract for traffic study by KA, 2nd JP – unanimously approved

- ii) Revised contract for Plan Development – VOTE – Motion to approve VHB Updated Contract for Site Plan by FR, 2nd RN – unanimously approved
 - b) Facilities (Narkiewicz Chair - Interim)
 - i) CG updates Board on plan to use ESSIR funds; proposal will be sent to replace and install mechanical equipment and evaluate life span of other equipment. The committee will review proposal and then bring to the Board. Board may need to meet for a Special Called Board Meeting to approve and move forward.
 - ii) RN proposes revising the procurement policy. Ms. Kaim will send the revisions proposal presented to the Facilities Committee for the Board to review and approve at next committee.
 - iii) RN wants to build the Facilities Committee. He will work to get out an email sent to inform families.
 - c) Finance Committee (Callahan Chair): Review January Financials – LPP-only change was increase expense due to roof; LP-increase in revenue and in wages for retention bonuses, mental health increase due to outside counselor coming in for students with a decrease due to Guidance Counselor position being open, increase for Indeed expenses, working with bonding company on projections.
 - d) Policy and Procedures (Wieland Chair): JW and Mrs. Guertin will be meeting on March 8th with the teachers advisory committee and JW will update the Board at the next meeting.
 - e) School Surveys (Andrews Chair): survey results have been compiled and analyzed and will be reviewed with staff before being presented at the next Board meeting.
9. New/Old Business: JW wants Tricia to update the Board on summer programs at LP.
10. Board Chair closes Board at 5:49pm.